



Natural Resources Conservation Service  
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July 16, 2008

**UTAH BULLETIN UT250-08-03**

**SUBJECT: FNM - YEAR-END CLOSING PROCEDURES**

Purpose: This bulletin is to provide direction to NRCS employees regarding the year-end closing processes and procedures.

**DEADLINES**

**AUGUST 1, 2008 - PCMS CREDIT CARDS**  
**AUGUST 1, 2008 – CORRECTED TIMESHEETS (TCAS)**  
**AUGUST 15, 2008 – EMPLOYEE RECOGNITION**  
**SEPTEMBER 15, 2008 – AGREEMENTS AND PROGRAM PAYMENTS**  
**SEPTEMBER 15, 2008 – OBLIGATION**  
**SEPTEMBER 15, 2008 - TRAVEL ESTIMATES DUE**

**PCMS CREDIT CARDS AND INVOICES**

As of **August 1, 2008**, all credit card purchases can only be made through Steve Latimer, Tammy Moore, or Dee Cummings. Employees using PCMS credit cards shall have purchase information reconciled by COB **September 12, 2008**. Any cardholder with unreconciled transactions after that date should send a listing of the transactions to the Financial Management (FNM) section by COB **September 15, 2008**. The list will state the vendors name, fund code, budget object class and dollar amount. All emergency purchases should be submitted on an AD-700 and routed through program managers for approval and submittal to contracting for processing.

NOTE: Cardholders reconciling FY08 transactions after October 1, 2008, need to reflect valid FY08 fund codes if the purchase was made in FY08.

**TCAS**

Timekeepers shall submit time and attendance (T&A) reports as usual for pay period 19 (PP19) by September 29, 2008. All corrected timesheets must be entered and certified by **COB August 1, 2008**.

**EMPLOYEE RECOGNITION**

All awards, except performance awards, must be sent to Sharon Jensen in Human Resources by **COB August 15, 2008**. Performance awards will be submitted in conjunction with the close-out of the 2008 performance ratings.

### **AGREEMENTS AND PROGRAM PAYMENTS**

Due to the complexity of direct charge and program accountability, we will **temporarily suspend** processing of these types of payments at **COB September 15, 2008**. We will resume processing payments on approximately **October 6, 2008**. Notification to proceed will be sent via e-mail to all employees.

### **AGREEMENT OBLIGATION**

All new agreements must be **signed and received by the FNM section no later than September 15, 2008**. We can no longer obligate funding for agreements without electronic fund transfer information and we may not be able to enter vendor information in FFIS before September 30, 2008.

### **TRAVEL VOUCHERS**

Gov Trip travel vouchers **must be transmitted by 11:00 a.m. (MST) on September 15, 2008**. All vouchers received after this date and time must be held until October 6, 2008. Only one travel voucher shall be submitted for travel claims overlapping FY08 and FY09. Amounts claimed through September 30, 2008, will be charged to FY08 fund codes. Travel expenses beginning October 1, 2008, will be charged to FY09 fund codes. However, the entire cost for round-trip transportation spanning both fiscal years must be charged to the fiscal year in which the travel **begins**.

Questions regarding year-end closing procedures should be directed to Christene Staley or Corinne Jensen in the Utah State Office, Financial Management Department.

Expiration Date:        October 31, 2008

<u>Contact:</u>	Christene Staley	801-524-4586	christene.staley@ut.usda.gov
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